

COMPLIANCE CALENDAR

	DAY	REQUIREMENT	REGULATION/AGENCY
January - May	Weekly 1st 1st 1st 1st 1st	Daily Facility Inspections Weekly Facility Inspections Monthly Facility Inspections Monthly WET Season Insp. Monthly Safety Inspections Monthly Fire Extinguisher Check	PBR PBR and Storm Water Storm Water Storm Water Cal/OSHA Cal/OSHA
June - September	Weekly 1st 1st 1st 1st 1st	Daily Facility Inspections Weekly Facility Inspections Monthly Facility Inspections Monthly DRY Season Insp. Monthly Safety Inspections Monthly Fire Extinguisher Check	PBR PBR and Storm Water Storm Water Storm Water Cal/OSHA Cal/OSHA
October - December	Weekly 1st 1st 1st 1st 1st	Daily Facility Inspections Weekly Facility Inspections Monthly Facility Inspections Monthly WET Season Insp. Monthly Safety Inspections Monthly Fire Extinguisher Check	PBR PBR and Storm Water Storm Water Storm Water Cal/OSHA Cal/OSHA

ANNUAL COMPLIANCE REVIEW CHECKLIST

The following is a list of compliance programs, reports, training programs and other regulatory issues which must be reviewed, amended, updated or checked annually and **documented**. Some of the items on this list do not have a specific review date, so each company must have its own schedule.

■ Employee Notification of Exposure and Medical Records	Cal/OSHA	January 1
■ OSHA 300 Log	Cal/OSHA	February 1
■ Closure Plan Tiered Permitting	DTSC	March 1
■ Biennial Report (Every two years, even numbered)	DTSC	March 1
■ Annual Update Tiered Permitting	DTSC	March 15
■ Form R SARA Title III	EPA	July 1
■ Storm Water Annual Report	SWRCB	July 1
■ DOT Registration Form	DOT	July 1
■ Review Injury & Illness Prevention Plan	Cal/OSHA	July 1
■ PBR Annual Update Form	PBR/DTSC	August 1
■ Submit Underground Storage Tank Fee Return	BOE	August 25
■ Storm Water Facility Inspection	SWRCB	September 1
■ SB 14 Source Reporting Plan (Plus submitted every 4 years)	DTSC	September 1
■ SWPPP Review	SWRCB	October 1
■ Contingency Plan	DTSC	
■ Hazard Communication Training	DTSC	
■ Airborne Contaminants Control Plan	Cal/OSHA	
■ Haz Mat Training	DTSC	
■ Forklift Training (Every 3 years)	Cal/OSHA	